

Message Text

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DRAFTED BY S/S-S:PEBARBIAN:SWWORREL

APPROVED BY S/S-S:MSPENDLETON

S - MR. BREMER (DRAFT)

A/OPR - MR. ANGULO (DRAFT)

S/S-O - MR. FRY(DRAFT)

S/S - MR. SPRINGSTEEN (DRAFT)

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E.O. 11652 ADS 6/1/75

TAGS: OVIP (NIXON, RICHARD)

SUBJECT: NAC SUMMIT: SUPPORT FOR THE SECRETARY'S VISIT:
REQUIREMENTS FOR S AND S/S

1. PERSONNEL: L. PAUL BREMER, III, AND DAVID C. GOMPERT, SPECIAL ASSISTANTS TO THE SECRETARY, AND THREE SECRETARIES WILL ACCOMPANY THE SECRETARY. MR. BREMER AND ONE SECRETARY WILL ARRIVE WITH SECRETARY ON PRESIDENTIAL AIRCRAFT. MR. GOMPERT AND ONE SECRETARY WILL ARRIVE ON JUMP AIRCRAFT. OTHER SECRETARY WILL ARRIVE ON BACKUP AIRCRAFT. NAMES OF SECRETARIES WILL BE SUPPLIED SEPTEL. EXECUTIVE SECRETARIAT (S/S) TEAM CONSISTING OF FSO PAUL BARBIAN AND FSS MARJORIE SOLTIS WILL ADVANCE THE VISIT AND ARRIVE BY COMMERCIAL AIR. TIMES AND EXACT FLIGHT INFO WILL BE PROVIDED SEPTEL. A SECOND S/S TEAM CONSISTING OF FSO STEPHEN W. WORREL AND FSS GAHL HODGES WILL ARRIVE SEPARATELY. ETA AND FLIGHT INFO SEPTEL.

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2. S/S CONTROL OFFICER AND SECRETARY. A CONTROL OFFICER SHOULD BE ASSIGNED TO S/S AND SHOULD MEET THE S/S ADVANCE TEAM ON ARRIVAL AT THE AIRPORT. POST SHOULD FURNISH NAME OF CONTROL OFFICER TO THE DEPARTMENT ATTN. S/S ON OR BEFORE JUNE 20. A TOP SECRET CLEARED SECRETARY SHOULD BE AVAILABLE TO S/S ON A 24-HOUR BASIS. A FILE OF ALL MESSAGES

THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF THE ADVANCE TEAM.

3. ADMINISTRATIVE ARRANGEMENTS:

A. SPECIAL ASSISTANTS' OFFICE: AN OFFICE SHOULD BE SET UP FOR SPECIAL ASSISTANTS NEAR THE SECRETARY'S SUITE. OFFICE SHOULD HAVE ADEQUATE LIGHTING AND THE FOLLOWING OFFICE SUPPLIES AND EQUIPMENT:

1) TWO DESKS FOR SPECIAL ASSISTANTS; TWO DESKS OR TYPING TABLES FOR SECRETARIES.

2) NORMAL OFFICE SUPPLIES AND FORMS.

3) COPYING MACHINE.

4) EMBASSY PHONE BOOK, DIPLOMATIC LIST AND ANY OTHER USEFUL REFERENCE MATERIAL.

5) TWO ELECTRIC TYPEWRITERS. IDENTICAL TYPE ESSENTIAL.

6) TELEPHONES: ONE FOR EACH DESK IF POSSIBLE. INSTRUCTIONS ON USE OF TELEPHONES SHOULD BE PROVIDED ON WRITTEN SHEET NEXT TO EACH PHONE. LIST SHOULD CONTAIN S/S NUMBER AND OTHER IMPORTANT TELEPHONE NUMBERS.

7) 2-WAY INTERCOM: A 2-WAY INTERCOM IS REQUIRED CONNECTING SPECIAL ASSISTANTS' OFFICE WITH SECRETARY'S ROOM PERMITTING SECRETARY'S CALLS TO BE TAKEN IN SPECIAL ASSISTANTS' OFFICE WITH CAPABILITY TO BUZZ THE SECRETARY FOR HIS INCOMING CALLS. PHONE SHOULD NOT REPEAT NOT RING IN SECRETARY'S ROOM. IF AT ALL POSSIBLE, A SIMILAR (INTER-SECRET

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COM ONLY) ARRANGEMENT SHOULD BE SET UP BETWEEN THE SECRETARY'S ROOM AND THE SECRET SERVICE (USSS) COMMAND POST.

8) 24-HOUR OPEN STORAGE FOR CLASSIFIED MATERIAL IS REQUIRED IN SPECIAL ASSISTANTS' OFFICE. ARRANGEMENTS SHOULD BE MADE FOR FULL TIME MARINE COVERAGE.

B. S/S OFFICE: IF SECRETARY AND SPECIAL ASSISTANTS'

OFFICE ARE IN HOTEL, THEN S/S TEAMS OFFICE SHOULD ALSO BE THERE BUT NOT ON SAME FLOOR AS THE SECRETARY'S SUITE. IF SECRETARY AND SPECIAL ASSISTANTS' OFFICE ARE ELSEWHERE, S/S OFFICE SHOULD BE IN EMBASSY RPT EMBASSY CHANCERY. THE S/S OFFICE SHOULD HAVE ADEQUATE LIGHTING AND THE FOLLOWING OFFICE SUPPLIES/EQUIPMENT:

- 1) TWO DESKS OR TABLES FOR OFFICERS AND TWO DESKS OR TYPING TABLES FOR SECRETARIES, PLUS ONE EXTRA DESK OR TYPING TABLE.
- 2) NORMAL OFFICE SUPPLIES AND FORMS.
- 3) TWO CONFERENCE TYPE TABLES.
- 4) THE BEST AVAILABLE COPYING MACHINE--ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR SERVICING FOR THE MACHINE AND/OR BACKUP MACHINE.
- 5) TWO COPIES EMBASSY PHONE BOOK. THE POST REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL PHAMPHLETS OR INFORMATION.
- 6) TWO ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC.
- 7) ONE TELEPHONE FOR EACH DESK IF POSSIBLE. INSTRUCTIONS ON USE OF TELEPHONES SHOULD BE PROVIDED ON WRITTEN SHEET NEXT TO EACH PHONE. LIST SHOULD CONTAIN SPECIAL ASSISTANTS' NUMBER AND OTHER IMPORTANT TELEPHONE NUMBERS.
- 8) S/S REQUIRES FULL TIME OPEN STORAGE FOR CLASSIFIED MATERIAL AT THE S/S OFFICE. ARRANGEMENTS SHOULD BE MADE

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FOR FULL TIME MARINE GUARD COVERAGE. ONLY PERSONS AUTHORIZED BY S/S WILL HAVE ACCESS TO S/S AREA.

4. TRANSPORTATION:

- A. SPECIAL ASSISTANTS WILL NEED ONE CAR ON 24-HOUR BASIS.
- B. S/S WILL REQUIRE A VEHICLE ON A 24-HOUR BASIS.
- C. THREE TOP SECRET CLEARED COURIERS (AND THREE COURIER VEHICLES) WILL BE REQUIRED ON AN AROUND-THE-CLOCK BASIS TO LINK S/S TO SPECIAL ASSISTANTS.

5. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF

S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S. LATERAL CABLES WILL BE SLUGGED QUOTE FOR THE SECRETARY UNQUOTE OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/ SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING
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SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMMCENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8X10 1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

1) TOSEC/SECTO-NODIS 10 AND EXDIS 10 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING.

2) TOSEC/SECTO LIMDIS, ALL OTHER TOSEC/SECTO CABLES, AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

F. SPECIAL SUMMARIES: INSTRUCTIONS ON THE HANDLING OF

SPECIAL SUMMARIES FOR THE SECRETARY WILL BE SENT SEPTEL.

6. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE FOLLOWING):

B. TICKER SERVICE SUCH AS UPI, AP OR REUTER NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED RPT CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0500 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. OFFICER ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES.

C. COPIES OF ENGLISH LANGUAGE NEWSPAPER SHOULD BE MADE
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AVAILABLE TO SECRETARY AND SPECIAL ASSISTANTS: FIVE COPIES TO S/S. FIVE COPIES OF USIS WIRELESS FILE SHOULD BE DELIVERED DAILY TO S/S BY 0600.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS PHOTO ON SECRETARY SHOULD BE POUCHED TO DEPT. TO ATTN. OF S/S AFTER DEPARTURE OF PARTY.

2. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS.

7. SEPTEL FOLLOWS ON S/S REQUIREMENTS FOR STOP ON WAY BACK FROM MOSCOW. MANY THANKS FOR YOUR ASSISTANCE. WE LOOK FORWARD TO WORKING WITH YOU.

BROWN

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NNN

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